

GUIDELINES FOR ACCEPTABLE INVESTIGATIVE DOCUMENTS

(READ ME FIRST)

Forms completed incorrectly or submitted with incomplete information may delay the effective date of your appointment. You must respond to requests for additional information promptly. Failure to provide requested information could result in withdrawal of your job offer or removal from Federal service if currently employed.

1.) The identifying information (**last name, first name, full middle name**, AKA's if appropriate, date and place of birth, social security number) **MUST AGREE ON ALL FORMS SUBMITTED.**

2.) **Reserves & National Guard time must be FULL TIME (40 hours) in order to be counted as a period of employment.** If not, enter ***Civilian employment or Unemployment*** for those periods.

3.) **All forms must be signed and dated.** The Standard Forms 85, 85P, or 86 **MUST** have a date that is **NO MORE THAN 120 DAYS OLD.**

4.) **All** periods of **residence and employment** **must** be accounted for. If uncertain of the exact location, please state "**unattainable**" under the Street address (will still require, City, State, and Zip Code). IF **unemployed**, show the *periods* of unemployment. IF attending school or involved in any other activity, explain the *activity* and show the **dates** for the period of activity. ALSO show all periods of part time employment.

THERE SHOULD BE NO GAPS IN THE DATE OF RESIDENCE OR EMPLOYMENT/ UNEMPLOYMENT.

ON THE **SF 86** YOU MUST COVER A TOTAL OF **7 YEARS.**

EX of SF 86: 7/02 to present; 7/02 to 6/00; 6/00 to 5/98; 5/98-5/97

If you were filling out your SF 86 in May 2004, this would cover the 7-year period with no gaps in residence or employment.

ON THE **SF 85** YOU MUST COVER A TOTAL OF **5 YEARS.**

EX of SF 85: 7/02 to present; 7/02 to 6/00; 6/00 to 5/98; 5/98-5/99

If you were filling out your SF 85 in May 2004, this would cover the 5-year period with no gaps in residence or employment.

5.) Show dates of all residence, education, and employment as **MONTH** and **YEAR.**

6.) **All** items **MUST** have a **COMPLETE ADDRESS (Street, City, State, and ZIP code)**
*** **NO PO BOXES ARE ACCEPTED** ***

7.) All appropriate questions must be answered and details given when requested.

8.) You must submit the correct fingerprint chart (**ONLY SF 87& FINGERPRINTS will be accepted.**)

9.) **All** forms ***MUST*** be **signed & dated ONLY** by you. You **MUST INITIAL ANY** alterations to the forms, including **additions** and **deletions.**